

MARICOPA COUNTY ENVIRONMENTAL SERVICES DEPARTMENT ENVIRONMENTAL HEALTH DIVISION MOBILE FOOD PROGRAM

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CONSTRUCTION. EQUIPMENT AND OPERATION GUIDELINES FOR

MOBILE FOOD UNITS

I. GENERAL INFORMATION

- "MOBILE FOOD UNIT" means and refers to an enclosed vehicle-mounted food service establishment designed to be readily movable from which food is composed, compounded, processed or prepared and from which food is vended, sold or given away.
- 2. This Construction, Equipment and Operation Guideline is available to any person intended to construct, remodel, obtain a new permit, or convert a vehicle or trailer into a <u>mobile food unit</u> in Maricopa County. It is intended as a general overview of the Department requirements and should not be considered all-inclusive. Please contact office for further information.
- 3. Plans shall be submitted to the MOBILE FOOD PROGRAM at the above address for reviewing. Applicant must submit one copy of plans plus a plan review fee of \$65 for each vehicle or trailer. Plans must be drawn to scale (e.g. 1/4" = 1 ft.) on 8½ X 11 inches or larger white paper with dark ink only, blue prints, or other standard floor plans. The plans must show top schematic top view of equipment layout and model numbers, and side view of electrical and plumbing installations. Generally, the plan review process takes up to 14 days to complete. If you are planning to open and operate within five-working days of submittal, you must submit expedited plans plus a fee of \$130. In addition, the applicant should submit an application for a permit at least 30 calendar days before the date planned for opening and operating.
- 4. After your plans have been reviewed, you will receive Notification of Plan Review Approval letter from this Department. Upon receipt of the notification of approval, you may proceed with construction, remodeling, or conversion. Upon completion, or when the mobile food unit is in compliance, you may bring it to the above address for an initial construction inspection. The mobile food unit must be clean and all equipment including refrigerators, steam tables vent hoods and water heaters are operating at the time of inspection.

5. Initial construction inspections are conducted on Monday through Friday from 8:00am to 11:30am and from 1:00pm to 3:30pm. After all construction and equipment requirements are met, a permit and decal will be issued. At that time, you will be required to pay the permit fee of \$175 for one-year. It is necessary to check with other regulatory or municipal authorities before operating.

II. PLANS AND SPECIFICATIONS

The plans and specifications for a mobile food unit shall include the following information to demonstrate conformance with the Maricopa County Health Codes:

- 1. Proposed layout, mechanical schematics, construction materials, and finish schedules.
- 2. Proposed equipment types, manufacturers, model numbers, dimensions, locations, performance capacities, and installation specifications.
- 3. Evidence that standard procedures to ensure compliance with the requirement of this Code are developed or are being developed.
- 4. Other information that may be required by the Department for the proper review of the proposed construction, conversion or modification, and procedures for operating a mobile food unit.

III. COMPLIANCE AND REQUIREMENTS

Each mobile food unit shall be in compliance with all the following items before final approval and permit issuance:

- Provide a signed agreement with an approved commissary at time of plans' submittal. The
 mobile food unit shall report at least daily to such location for all supplies, cleaning and
 service operations. The Department will periodically review the daily log of reporting to the
 approved commissary. Applicable forms and necessary documents are available at the
 Mobile Food Program office.
- Provide an agreement to use a toilet facility that meet all Health Codes and are readily
 accessible whenever the mobile food unit is operating at the same site for more than a onehour period. Toilets must be located within 200 feet of the site. Applicable forms are
 available at the Mobile Food Program office.
- 3. Each applicant shall submit a <u>proposed menu</u> and listing of all of the food and beverage items to be offered from the mobile food unit.
- 4. <u>Equipment</u> must be constructed of approved material, adequate in size, easily cleanable, and in good repair. Equipment design, construction, and installation must meet NSF standards or equivalent. The use of household refrigerators, stoves, sinks, vent hoods, and other equipment is not permitted.
- 5. Each mobile food unit shall be <u>fabricated</u> to exclude vermin, dust, dirt, splash, and spillage encountered under normal use, and shall be easily cleaned, maintained, and serviced. Design and construction shall minimize the potential of cross-contamination.

- 6. Surface materials in the <u>food zone</u> shall be smooth, corrosion resistant, non-toxic, stable, and nonabsorbent under normal use conditions. All material shall not impart an odor, color, taste or contribute to the adulteration of food.
- 7. The <u>business name</u> and vehicle number shall be plainly indicated on the right, left and rear sides of the exterior of the vehicle. Letters must be made of contrasting colors and at <u>least</u> three inches high with a minimum of 3/8 inch wide.
- 8. Surfaces of <u>walls</u>, <u>floors and ceilings</u> must be constructed of smooth, nonabsorbent, easily cleanable materials that are light in color.
- 9. Provide a smooth coved surface at the juncture of walls and floor.
- 10. <u>Food contact surfaces</u> in the food preparation and utensil washing areas shall be free of breaks, open seams, cracks, chips, inclusions, pits, sharp internal angels, corners, and crevices. Food contact services shall be finished to have smooth welds and joints.
- 11. <u>Nonfood contact surfaces</u> shall be free of unnecessary ledges, projections, and crevices, and designed and constructed to allow easy cleaning and to facilitate maintenance.
- 12. Protect the <u>serve-out windows</u> against fly entrance by an approved sliding screen, window or a mechanical air curtain over windows.
- 13. <u>Service openings shall be limited to 216 square</u> inches (such as 12"X18") each, and equipped with a screen or window which shall be closed when not in use. Multiple service opening shall be at least 18 inches apart.
- 14. Provide approved self-closures on all entry/exit doors to food preparation areas.
- 15. Provide a NSF approved, or equivalent, https://docs.ncb/html and a drain adequate (144 square inches) drain board at each end or one drain board and a drain rack mounted directly over the sink. The rack shall be made of the same or similar material as the sink. The sink must be large enough for the largest item/utensil. Minimum sink compartment sizes are 12" x 12" x 10" deep OR 14" X10" X10" deep.
- 16. <u>Faucets</u> shall be mixing or combination type in all sinks. Faucet necks shall reach all tanks in multi-compartment sinks.
- 17. Provide a permanently installed <u>hand wash sink</u> in the food preparation area. Minimum hand wash sink size is 9" x 9" x 5" deep with hot and cold water supplied through a mixing faucet.
- 18. Provide a permanently installed <u>potable water tank</u>. The tank shall be large enough to supply an adequate amount of water whenever the vehicle is operational. A minimum 30 gallons storage capacity (including hot water tank) in the potable water system is required.
- 19. Provide a permanently installed <u>wastewater storage tank</u> with at least 35 gallons capacity. The capacity of this tank must always be at least 15% larger than the potable water system tank.

- 20. The <u>water heater</u> shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever vehicle is in operation. Minimum capacity is <u>six gallons</u>. An instant water heater meeting all requirements may be approved.
- 21. Provide hot and cold water under adequate pressure for all sinks.
- 22. Install at least 12" high waterproof splashguard between the handwash sink and the dish washing sink and/or food preparation area.
- 23. Provide an <u>exhaust ventilation hood system</u> with at least 6" overlap on all open sides beyond the edge of the cooking equipment. Hood design and volume of air to be exhausted must be in accordance with the latest edition of the Uniform Mechanical Code. The exhaust ventilation hood system shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens, and single-service and single-use articles.
- 24. Provide at least one metal stem type dial <u>thermometers</u> with scale reading 0-220 ^OF in 2-degree increments.
- 25. A <u>solid door or wall partition</u> must be provided between the food preparation and the driver's cab area. Trailer concession (non-self propelled) are exempt. .
- 26. Provide a NSF or FDA approved <u>water hose</u> designated for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose on the vehicle with ends fastened together.
- 27. Provide adequate <u>ventilation and lighting</u>. Minimum lighting requirements are 20-foot candles for food preparation and washing areas. All lighting fixtures must be shielded.
- 28. All <u>connections</u> on the vehicle for servicing mobile food unit waste disposal facilities shall be of different size or type than those used for supplying potable water to the mobile food unit. The waste connection shall be located lower than the potable water inlet connection to preclude contamination of the potable water system.
- 29. Adequate and durable <u>waste containers</u> of easily cleanable construction, with self-closing covers shall be furnished for the used of customers and the operator.
- 30. The regulatory authority <u>may impose additional requirements</u> to protect against health hazard related to the conduct of the mobile food unit and may prohibit the sale of some or all potentially hazardous foods until no health hazard will result.

IV. ADDITIONAL REQUIREMENTS

- 1. <u>Copies</u> of past inspection reports, commissary agreement, toilet use agreement, Food Service Manager and Food Service Worker cards shall be kept on mobile food unit at all times and available for the Environmental Health Specialist for examination.
- 2. Vending <u>route sheet</u> of daily operations shall be available for the Environmental Health Specialist for examination. The route sheet shall include site location and address, time in and time out of each stop, and any other relevant information.

- 3. Provide Food Service Worker cards for all <u>workers</u> within (30) days and at least one Certified Food Service <u>Manager</u> card within (90) days of permit issuance.
- 4. All food preparations including grilling, barbecuing, cooking, displaying, serving, and storage must be <u>done inside</u> the mobile food unit.
- 5. Any connection to sewer or potable water is <u>not permitted</u>. When both water and sewer are available, only quick-disconnect design to both sewer and potable water may be approved.
- 6. The walking, parking and driving surfaces of all exterior areas shall be surfaced with concrete or asphalt to minimize the dust.
- 7. The mobile food unit shall be self-contained and <u>readily moveable</u> at all times.
- 8. Each mobile food unit shall be operated in <u>full compliance</u> with all applicable environmental regulations duly adopted and all other Local, County, and State Rules, Ordinances and Regulations pertaining thereto. Owners are responsible for knowing all the contents of the applicable regulations as pertain to said business.
- 9. <u>No permit or decal</u> is transferable from person-to-person, vehicle-to-vehicle, place-to-place, or form the type of operation specified in the application to another.

V. FOOD PROTECTION AND OPERATION GUIDELINES

- 1. Mobile food units may serve non-potentially hazardous foods, or may do limited preparation of potentially hazardous foods. Limited preparation means the food preparation is simplified to reduce excessive steps where food may become contaminated (i.e. quick "cook and serve" or "assemble and serve" to order).
- 2. Raw animal foods such as eggs, fish, meat, poultry, and foods containing these raw animal foods, shall be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods based on the food that is being cooked:

Food Type	Minimum Temperature	Minimum Holding Time
Raw shell eggs	145°F (63°C)	15 Seconds
	1431 (03 0)	13 3600103
Fish and game animals raised commercially for food	155°F (68°C)	15 Seconds
Poultry and wild game animals	165°F (74°C)	15 Seconds
Stuffed fish, meat, poultry, pasta, ratites	165°F (74°C)	15 Seconds
Stuffing containing fish, meat, poultry, ratites	165°F (74°C)	15 Seconds
Comminuted fish, meat, game animals	155°F (68°C)	15 Seconds

- 3. All raw foods meats must be stored and kept separate from cooked or ready to eat foods to prevent cross contamination. In addition, proper washing and sanitizing of all food contact surfaces is essential.
- 4. All foods and drinks shall be protected from dust, insects, vermin, depredation and pollution by rodents, improper handling, droplet infection, overhead leakage, and other contamination.

- 5. All foods, drinks, single-service and single-use articles, fruits and vegetables shall be stored in clean storage cabinets, shelves or containers. Storing foods, drinks, utensils, single-service and single-use articles under sinks and plumbing connections is prohibited.
- 6. An approved commissary must be maintained for the storage of food, cleaning of equipment and utensils and emptying of holding tanks. The operator must report with the vehicle to the commissary at least daily. See separate commissary handout.
- 7. Only minimal food preparation should be done on the vehicle.
- 8. All ready-to eat foods offered for customer self-service, except raw fruits and vegetables, shall be individually prepackaged and labeled, listing ingredients and given the location of the establishment where the food was prepared. If food is perishable, the label shall carry the date of packaging.
- 9. Perishable food shall not be sold or served more than 24 hour from the date of packaging.
- 10. No food once placed and offered for sale on mobile food unit shall be rewrapped or redated.
- 11. Frozen food that has been thawed shall not be refrozen in mobile food unit.
- 12. All food must come from an approved source. Any type of food preparation at home is prohibited.
- 13. Potentially hazardous foods must be maintained at proper temperatures at all times. Hot foods at 140 $^{\circ}$ F or above and cold foods at 45 $^{\circ}$ F or below.
- 14. Provide approved mechanical refrigeration and hot holding units powered by electricity or propane.
- 15. Potentially hazardous foods shall be reheated rapidly to 165 $^{\circ}$ F or higher throughout before being placed in a steam table.
- 16. Proper utensils must be provided to minimize manual contact with food. Food service workers shall use tongs, ladles, spoons, scoops, or disposable plastic gloves to handle foods. During operation, utensils shall be stored in the food product with the handles extended upward.
- 17. Mobile food units shall provide only single-service articles for use by the consumer.
- 18. The use of glassware in mobile food units is prohibited.
- 19. A supply of hand soap and paper towels must be provided for the handwashing sink at all times. Hand sink must be accessible and available for use at all times.
- 20. Manual washing, rinsing and sanitizing shall be conducted in the following sequence:
 - A. Equipment and utensils shall be thoroughly washed in <u>first compartment</u> with a hot detergent solution that is kept clean.

- B.Equipment and utensils shall be rinsed free of detergent and abrasives with clean water in the second compartment.
- C. Equipment and utensils shall be sanitized in the <u>third compartment</u> and immersed for at least one minute in a clean solution containing 50-100 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75 °F. Other approved sanitizing compounds at appropriate concentrations may be used.
- 21. Sanitizing wiping cloths is required. Clean wiping cloths in a sanitizing solution (1 oz bleach to one gallon of water) in a container is recommended. Provide testing strips to measure the concentration of the sanitizing solution.
- 22. Food may not be stored in direct contact with cloth towels.
- 23. Ice used in food contact surfaces shall meet the requirements for the wholesomeness of food
- 24. When the mobile food unit is in transit, all closures shall be in place and all food appropriately protected against contamination or spoilage.
- 25. Salt, sugar, catsup, mustard, and similar condiments shall be served in individually wrapped, single-service containers, or from an approved dispensers stored inside the mobile food unit.
- 26. Storage of packaged foods in contact with water or undrained ice is prohibited.

VI. PERSONAL HEALTH AND CLEANLINESS

- 1. No person shall work in any mobile food units if he/she:
 - A.Has symptoms caused by illness, infection, or associated with an acute gastrointestinal illness such as: diarrhea, fever, vomiting, jaundice, cold, flu, sore throat, runny nose, cuts. burns, and wounds.
 - B.Has been diagnosed with an illness due to *Salmonella Typhi, Shigella spp., Escherichia Coli* O157:H7, Hepatitis A virus.
- 2. Food service workers shall use hair restraints, which prevent any possibility of hair entering into food or contaminating food contact surfaces.
- 3. Food service workers shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.
- 4. Unless wearing intact gloves in good repair, food service workers may not wear fingernail polish or artificial fingernails when working with exposed food.
- 5. Food service workers shall wash their hands and the exposed portions of their arms thoroughly with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking or using the toilet.
- 6. Food service workers, while engaged in preparing or handling food shall not use tobacco in any form.

- 7. Food service workers shall wear clean outer garments, maintain a high degree of personal cleanliness, and conform to approved hygienic practices while engaging in handling, processing, preparing or serving food.
- 8. Only persons necessary in the preparation and processing of food, or in the management or maintenance of the establishment shall be allowed inside the mobile food unit.
- 9. While preparing food, food employees may not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band.

VII. MANAGEMENT AND PERSON IN CHARGE KNOWLEDGE

During inspections and upon request the person in charge shall demonstrate to the Department knowledge of foodborne disease prevention and the requirements of this Code. The person in charge shall demonstrate this knowledge by compliance by being Certified Food Service Manager who has shown proficiency of required information through passing a test that is part of an accredited programs, or by responding correctly to the Inspector's questions as they relate to the specific food operations. These areas of knowledge include:

- 1. Describing the relationship between the prevention of foodborne diseases and the personal hygiene of a food service worker.
- 2. Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food service worker who has a disease or medical condition that may cause foodborne illness.
- 3. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness.
- 4. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.
- 5. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and rehearing of potentially hazardous food
- 6. Describing the relationship between the prevention of foodborne illness and the management and control of the following:
 - (1) Cross contamination,
 - (2) Hand contact with ready-to-eat foods,
 - (3) Handwashing, and
 - (4) maintaining food temperatures
- 7. Explaining the relationship between food safety and providing equipment that is sufficient in number and capacity. Equipment shall be properly designed, constructed, located, installed, operated, maintained and cleaned.
- 8. Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment.

- Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections.
- 10. Identifying poisonous or toxic materials in the mobile food unit and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law.
- 11. Identifying critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining the steps taken to ensure that the points are controlled in accordance with Codes.

VIII. PUBLIC HEALTH AND CONSUMER EXPECTATIONS

It is a shared responsibility of the food industry and the Department to ensure that food provided to the consumer is safe and does not become a vehicle in a disease outbreak or in the transmission of communicable disease. This shared responsibility extends to ensuring that consumer expectations are met and that food is unadulterated, prepared in a clean environment, and honestly presented.

Accordingly, this handout should provide you with adequate information and system of preventing and overlapping safeguards designed to minimize foodborne illness, ensure employee health industry manger knowledge, safe food, nontoxic and cleanable equipment, and acceptable levels of sanitation in mobile food unit; and promote fair dealing with the consumer.

This handout provides and addresses controls for risk factors identified by the Center for Disease Control and Prevention as contributors to foodborne outbreaks that have been investigated and confirmed. Those factors are unsafe sources; inadequate cooking; improper holding; contaminated equipment; and poor personal hygiene. It further establishes <u>five key public health interventions to protect consumer health</u>, specially, (1) demonstration of knowledge; (2) food worker health controls; (3) controlling hands as a vehicle of contamination; (4) time and temperature parameters for controlling pathogens; (5) and the consumer advisory.

IX. INSPECTION OF MOBILE FOOD UNITS

All new mobile food units must be in full compliance with all current Health Codes before any permit is issued. In order to pass inspection, the unit must be fully operational, with all water tanks filled but not stocked with food supplies. If electricity is required to power water pumps, heaters or other equipment, the operator must provide a generator. No electrical power or water supply is available for mobile food establishments at the Mobile Food Program office. Inspections of new mobile food units are conducted at the 1001 N Central Avenue, Suite 125, Phoenix, AZ 85004. No appointments are needed. Inspections are conducted daily from 8:00 AM to 11:30 AM and from 1:00 PM to 3:30 PM only. Vehicles arriving after 3:30 PM will not be inspected. Under some circumstances the Department may require that the operator of a mobile food unit bring the unit to the office for a routine or re-inspection. Once inspected, approved and permitted mobile food units are routinely inspected at operational locations, during vending routes, or at commissaries.

X. RENEWAL OF MOBILE FOOD UNIT PERMIT

Owners or operators of mobile food units are required to maintain valid permit from the Maricopa County Environmental Health Services Department. An application to renew your permit to operate will be mailed to you 30 days prior to your permit's expiration date. A delinquent fee of \$30.00 shall be assessed if permit is not renewed before the expiration. It is your responsibility to renew your permit.

The Department <u>may renew your permit</u> for an existing mobile food unit upon the following:

- 1. Properly completed application is submitted, reviewed, and approved.
- 2. Applicable fees are paid.
- 3. Current agreement with an approved commissary is submitted.
- 4. Current Vending Route is submitted
- 5. Authorization to use approved toilet facility is submitted.
- 6. Inspection for renewal shows that the mobile food unit is in <u>full compliance</u> with current Maricopa County Health Codes.
- 7. Certified Food Service Manager card and Food Service Worker card are submitted.

XI. BUSINESS RESPONSIBILITY

THE OWNER OF MOBILE FOOD ESTABLISHMENT ASSUME ALL RESPONSIBILITY FOR THE BUSINESS TO BE CONDUCTED AND THE ESTABLISHMENT WILL BE OPERATED IN FULL COMPLIANCE WITH ALL APPLICABLE ENVIRONMENTAL REGULATIONS DULY ADOPTED AND ALL OTHER LOCAL, COUNTY, AND STATE RULES, ORDINANCES AND REGULATIONS PERTAINING THERETO. IN ADDITION, OWNER IS RESPONSIBLE FOR KNOWING THE CONTENTS OF THE APPLICABLE REGULATIONS AS THEY PERTAIN TO SAID BUSINESS.